



Arizona Department of Education  
**Research and Evaluation Section**  
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## MEMORANDUM

**TO:** Superintendents, Charter Holders, Principals, SAIS Information Managers, Accountability Directors.

**FROM:** Dr. Robert J. Franciosi  
Deputy Associate Superintendent

**DATE:** January 23, 2007

**SUBJECT:** **Data Correction and Statistical Appeals for the Graduation Rate of the Class of 2006.**  
**(REF: RE07001-E)**

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This memo is to inform you about the process for correcting your graduation rate for the class of 2006. The four-year graduation rate of the class of 2006 will be used in the AYP evaluations released in September 2007.

The graduation rate will be used in the AYP evaluation of any high school that had students of the 2006 cohort enrolled at their school at any time during the 2003 through 2006 school years.

This data correction process is the AYP statistical appeal for the graduation rate. No statistical appeals will be accepted after the close of this process.

### **The Data Correction Process**

The preliminary four-year graduation rates are now available on the ADE common logon. To view the graduation rates for your schools log on to the common logon, enter the "AZ LEARNS /Adequate Yearly Progress (NCLB)" link, and click on the first link named "Four Year Graduation Rates Table". The Excel spreadsheet will show the number of students in the cohort class of 2006 that were enrolled in your school, the number of graduates, and the graduation rate.

The ADE will make available upon request a spreadsheet that provides the SAIS IDs and enrollment history of the students in the cohort class of 2006 included in the graduation rate for your school. To correct your graduation rate, submit the corrected student information—withdrawal codes, end of year codes, etc.—into SAIS. Statistical appeals will not be granted if the underlying data is not corrected. Submit your request for your student data to [gradrate4@azed.gov](mailto:gradrate4@azed.gov).

Instructions for submitting for submitting a SAIS data correction request can be found at <http://www.ade.az.gov/Schoolfinance/FAQs/DataCorrectionReq/DCRInstrs.pdf>.

If you choose to make data corrections, please e-mail the graduation rate inbox [gradrate4@azed.gov](mailto:gradrate4@azed.gov) once you have done so. Write “Grad rate changes submitted” in the subject line.

For help in correcting your data contact the STAR Team through their web page at <http://www.ade.az.gov/schoolfinance/STaR/>.

**IMPORTANT NOTE.** In accordance with Laws 2006, Chapter 353, 2<sup>nd</sup> Regular Session, Section 7 (House Bill 2874) no requests to make data corrections will be allowed in SAIS to data for FY06 or prior years after May 15, 2007. Schools should take the opportunity to correct student information for FY03-FY06 not only for the graduation rate for 2006, but for subsequent years as well.

### **Important Dates**

**Deadline for submitting SAIS data correction request to school finance.** Close of Business May 15, 2007

**Deadline for uploading corrected SAIS data for FY06 and prior years.** Close of Business May 31, 2007

**Close of AYP Statistical Appeals for 2006 Graduation Rate** Close of Business May 31, 2007

### **Calculating the Graduation Rate**

The graduation rate is a measure of the percent of the cohort class of 2006 who have graduated within four years. Students are considered a potential member of the cohort of 2006 if:

1. The student enrolled as a 9<sup>th</sup> grader or US for the first time in the 2003 school year.
2. The student enrolled as a 10<sup>th</sup> grader or US in the 2004 school year, and had not previously enrolled in a high school grade (9-12, US).
3. The student enrolled as an 11<sup>th</sup> grader or US in the 2005 school year, and had not previously enrolled in a high school grade (9-12, US).
4. The student enrolled as a 12<sup>th</sup> grader or US in the 2006 school year, and had not previously enrolled in a high school grade (9-12, US).

For the calculation of the four-year graduation rate students in the cohort fall into three categories:

- A. Students who have graduated.** These are students in the cohort of 2006 who have graduated on or before the beginning of the 2007 school year (defined as September 1, 2007). They have exit/year end codes of W7, G, S7.
- B. Students who remain in the cohort but have not graduated.** These are students in the cohort of 2006 who remain in your school but have not graduated, or who have dropped out from your school. They have exit/year end codes of W3, W4, W5, W11, W12, W13, S3, S4, S5, S11, S12, S13, C, A, SA, SC, or SE. Note: Students with

year end codes P or R are considered dropouts if there is no subsequent enrollment or appropriate summer withdrawal.

**C. Students who have exited the cohort.** These are students who were in the cohort of 2006 but who have exited. They have exit/year end codes of W1, W2, W6, W8, W9, W10, S1, S99, S2, S6, S8, S9, and S10.

The graduation rate = students in category A / (students in category A + students in category B)

Because the graduation rate is a cohort measure, schools should especially be aware that:

1. A school is responsible for students in Category B above even if the students were not enrolled in that school in the 2006 school year.
2. A student may be a member of the 2006 cohort because of an enrollment in ninth grade in another school regardless of when the student was considered a 9<sup>th</sup> grader in her current school.

If you have any questions regarding this information, please contact Research and Evaluation at 602-542-5151 or email [gradrate4@azed.gov](mailto:gradrate4@azed.gov).